

## **EXPENSE AUTHORIZATION/REIMBURSEMENT (Mileage and Travel)**

This policy shall apply to all Centennial BOCES employees and Board members in regard to reimbursement of expenses. Centennial BOCES employees and Board members who incur expenses in carrying out their authorized duties shall be reimbursed by Centennial BOCES upon submission of a properly completed and approved expense form, and such supporting receipts as required by the Centennial BOCES Business Office.

Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses and program area, Board policy and applicable law.

All employee expenses for which reimbursement is made shall have approval of the executive director or designee.

### **Travel Costs**

This policy ensures that:

- Centennial BOCES employees and Board members are reimbursed for the cost of approved Centennial BOCES-related travel;
- reimbursed travel costs are properly documented;
- reimbursed travel costs are consistent with cost-effectiveness and efficiency principles;
- reimbursed travel costs are within this policy's parameters and applicable state and federal law.

For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, meals and related items incurred by Centennial BOCES employees or Board members who are on Centennial BOCES-related travel. Centennial BOCES related travel is defined as attendance at conferences, seminars, meetings or other events related to Centennial BOCES business and that promote or benefit Centennial BOCES.

When Centennial BOCES-related travel by an employee's or Board member's personally owned vehicle has been authorized, mileage reimbursement shall be made at the rate approved by the Board or executive director. Such mileage reimbursement rate shall not exceed the mileage rate established by the Internal Revenue Service.

Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Internal Revenue Service.

### **Travel Costs Not Covered by Centennial BOCES**

The following expenses shall not be reimbursed:

- alcohol
- expenses for spouse, significant other or guest
- gas for personal use of private vehicles
- mini-bar in hotel
- room service
- movie rental (which includes in-room movies)
- other forms of entertainment
- fines for parking or traffic violations

LEGAL REF: 2 C.F.R. 200.474(b) (travel reimbursement requirements under the federal Uniform Grant Guidance)  
C.R.S. 24-18-104 (3)(d)(e) (code of ethics-rules of conduct-permissible payments and reimbursements)

Revised: November 16, 2017

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Centennial BOCES